



Muscogee (Creek) Nation
Department of Education & Training
Employment & Training Administration

P.O. BOX 580
Okmulgee, OK 74447

SUMMER YOUTH EMPLOYMENT PROGRAM

ELIGIBILITY

Tribal Eligibility: Youth ages 16-21, residing within the MCN boundaries*, and enrolled members of the MCN.

PL 102-477 Eligibility: Youth ages 16-21, residing within the MCN boundaries*, and have a certificate of degree of Indian blood or be an enrolled member of a federally recognized tribe.

*For college students living in dorms outside of the boundaries, the student's parent(s) must reside within the boundaries and the student will be returning to the parent's home during the summer.

Non-Creeks must fall within the federal income guidelines.

**Up to five percent of youth participants may be individuals who do not meet the income guidelines for eligible youth provided that they are within one or more of the following categories: High School Dropout, Basic Skills Deficient, Are one or more grade levels below others of the same age, Pregnant or parenting, Possess one or more disability, including learning disabilities, Homeless or Runaway, Offender, Or Face Serious Barriers to Employments as identified by the local board.

<http://aspe.hhs.gov/poverty/13poverty.cfm>

Participant Applications must be complete and received by no later than March 31st.

Applicants must be at least 16 years of age by May 31.

Applicants must not turn 22 prior to July 25, 2014.

***Applicants who have been terminated (voluntarily or involuntarily) two or more times, from work experience opportunities with the MCN Youth Works program, will not be eligible to participate in the SYEP program until they have completed training on employability skills and practiced those skills through service learning projects.



Muscogee (Creek) Nation
Department of Education & Training
Employment & Training Administration

P.O. BOX 580
Okmulgee, OK 74447

PARTICIPANT GUIDELINES & EXPECTATIONS

Participants must participate in a mandatory Summer Youth Employment Orientation.

Participants working at the Tribal Complex, any Division of Health Facility, or any day care, will be required to attend additional training.

Participants must locate their own worksite through job search and interviews.

Participants cannot be supervised by a relative. A relative is defined as someone related to the applicant by blood or marriage.

Participants are responsible for their own transportation to and from work.

Participants, who are 18 years of age or older, may work in casinos or at businesses that sell alcohol or cigarettes

Participants enrolled in college or technical school **must** work at a location that is related to the degree/certificate they are pursuing to receive the college rate of pay. **If the college student chooses to work at a jobsite that is not related to their job, they will make minimum wage.** All applicants are encouraged to seek employment in their career interest area.

Participants may take one week leave for extra-curricular activities **if approved** by the worksite. Participants **will not be paid** for this time off.

Participants may take leave for mandatory summer school. Participants must seek **approval from their worksite** to accommodate this leave, otherwise the participant will need to locate a new work site. Participants **will not be paid** for this time off.

Participants who do not have a High School Diploma/GED must be enrolled in and actively attending GED Classes, Credit Recovery, or technical school. Participants **will be paid** for this time, however, the participant will be responsible for submitting a Student Time Sheet directly to the MCN-Youth Works program.

Participants may attend college or technical school classes. Participants must seek **approval from their worksite** to accommodate this leave, otherwise the participant will need to locate a new work site. Participants **will be paid** for this time off, however, the participant will be responsible for submitting a Student Time Sheet directly to the MCN-Youth Works program.

Participants will be paid for holidays, **observed by their worksite**, if the participant works the day before and the day after the holiday.



Muscogee (Creek) Nation
Department of Education & Training
Employment & Training Administration

P.O. BOX 580
Okmulgee, OK 74447

Participants 18-21 years of age must make contact with the MCN-Youth Works program directly and/or sign a release of information form before any information will be provided to a family member.

Participants 16-17 years of age are encouraged to make contact with the MCN-Youth Works program directly. MCN-Youth Works staff will communicate with parents/guardians of minors.

Participants can only access one service at a time through the MCN-ETA Program. (Participants cannot access Class Room Training for educational assistance while participating in Work Experience or Summer Youth Employment.) Participants, whose employment is terminated, either voluntarily or involuntarily, **will not be moved** to another worksite and it could affect the participant's ability to participate in other services provided by the MCN Youth Works program.

Participants who test positive for alcohol or drugs may continue employment if the designated worksite is willing. Those participants will be required to meet additional requirements including (but not limited to):

- Complete a drug and alcohol assessment with MCN Behavioral Health Services and follow the recommendations of the counselor
- Sign a release of information with MCN Behavioral Health for the Youth Works program to monitor the participants progress
- Submit to random drug screens

Participants who have negative background checks may continue to work if the designated worksite is willing. Those participants will be required to meet additional requirements including (but not limited to):

- Sign a release of information with Probation & Parole and/or MCN Reintegration for the Youth Works program to monitor the participants progress
- Show proof that fines are being paid as scheduled

Participants, who's designated worksite is unwilling to allow them to work due to negative background checks and/or positive alcohol/drugs screens, will be offered assistance with career readiness skills and other program services. Participants will be required to meet additional requirements as outlined for participants who are allowed to work. Participants will actively engage in employability and leadership skills opportunities, and follow up activities provided by the worksite and the MCN Youth Works program.